

LINDA LINGLE
GOVERNOR OF HAWAII



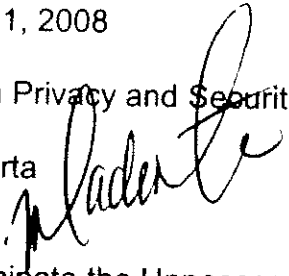
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Date: December 1, 2008

To: Information Privacy and Security Council

From: Marie Laderta
Director 

Re: Plan to Eliminate the Unnecessary Collection and Use of Social Security Numbers

The Department of Human Resources Development has reviewed all of its functions and systems to identify the possible locations of social security numbers on both soft and hard copy documents.

In the interest of maintaining security, this report will not specifically identify the systems and documents containing such confidential information.

- In two of our divisions, social security numbers are the unique identifier for providers outside the department and have legitimate business uses. Discussions are ongoing with third-party providers to reduce or eliminate the use of social security numbers as unique identifiers.
- Wherever possible, social security numbers are redacted before scanning into our system.
- Wherever possible, we have truncated the social security numbers.
- Data which is transferred to vendors outside of our department via external feeds is encrypted before transmission.

In addition, we have the following agreements which must be signed to protect our personnel data and information.

- Confidentiality of Human Resources Agreement.
This agreement is used for any vendor working on our systems or doing work that involves user access to our systems.
- Agreement for the Transmittal and Receipt of Information.
Outlines the parameters for the transfer of personnel information to other state agencies or external entities for legitimate business use.

Our staff has also been educated regarding the necessity to exercise constant vigilance in the protection of personal information and the prevention of identity theft.